



## Suffield Cooperative Preschool

*You are your child's first and most influential teacher!*

February 2, 2023

Dear Families,

Thank you for your interest in Suffield Cooperative Preschool! The following information is regarding registration for the 2023-2024 preschool programs. **Please note the school day end time has changed to 12pm.** There is also a new financial need-based scholarship available (application form can be found on our website).

We will offer the following programs for the 2023-2024 school year:

- **2-day program for 3-year-old\*\***, T/Th from 8:45 am to 12:00pm;
- **3-day program for 3-year-old\*\***, T/W\*/Th from 8:45 am to 12:00pm;
- **3-day program for 4-year-old**, M/W/F from 8:45 am to 12:00pm;
- **5-day program for 4-year-old** (must be planning on going to kindergarten following fall), M-F from 8:45 am to 12:00pm;
- **Lunch Bunch program**, offered M/W/F from 12-1:00 pm **for the students in the older student class**. This program allows children the opportunity to play in a small group and have lunch with their peers. Space is limited in this program and slots will be filled on a first come, first served basis.

*The 3-day program for 3-year-old students and the 5-day program for students entering Kindergarten the following fall are subject to a first come, first served basis after a core program enrollment period is completed. **Spaces are very limited for these programs.** Families are encouraged to indicate interest on their initial application and will be notified after August 1, 2023. Waitlists for these programs are possible.*

*\*\* Children are able to enroll in the 3-year-old programs if they are 3 years old by December 31, 2023*

*\* The third day for the 3-day program **for 3-year-olds** is subject to availability and may change to a Monday or Friday*

**Current members and alumni families will receive priority registration.** The priority registration period is from February 22 - March 8, 2023 at 6:30pm, on a first come, first served basis. After March 8th all registrations will be processed as "new member."

**We will be hosting an Open House for new members for the 2023-2024 school year on March 8, 2023 from 6-7:30 pm.** Registration packets will be available at Open House for you to complete and submit. Registration is on a first come, first served basis. You may print and complete a registration form prior to attending Open House, if you wish. Both the packet and your deposit are required in order to be considered enrolled. We timestamp complete registrations in the order they are received. **We will start accepting new member digital registrations via email** (see membership email address below) **at 6:30 pm on March 8, 2023.** Registration packets are available to download on our website ([www.suffieldcooperativepreschool.com](http://www.suffieldcooperativepreschool.com)). Any digital registrations received before 6:30 pm on March 8th will need to be resubmitted at or after 6:30 pm on March 8th and will be time stamped at time of resubmission.

If you have any additional questions or would like to schedule a phone conversation with a current parent/board member or teacher, please contact us at [membership@suffieldcooperativepreschool.com](mailto:membership@suffieldcooperativepreschool.com) to set up an appointment.

## Registration Instructions

**Complete applications with registration fees (\$50)** will need to be submitted in order for a family to be considered registered.

### Step 1: Submit your registration form

- Give a paper copy of your registration form to our Membership Chair (or leave in Membership mailbox on top of cubbies):
  - a. Current or Alumni members: starting February 22nd
  - b. New Members: at Open House on March 8th (6-7:30pm) accepting forms starting at 6:30pm

**OR**

- Email completed application to [membership@suffieldcooperativepreschool.com](mailto:membership@suffieldcooperativepreschool.com)
  - a. Current or Alumni members: starting February 22nd
  - b. New Members: starting March 8th at 6:30pm

**OR**

- Mail a completed application (with a check for \$50 registration fee) to:  
Suffield Cooperative Preschool  
Attn: Membership  
81 High Street  
Suffield, CT 06078

### Step 2: Pay the \$50 Registration Fee to complete your registration

- Hand cash or check to Membership Chair at Open House.

**OR**

- Send \$50 registration fee to the preschool's Venmo (@suffieldcooperativepreschool) at [https://venmo.com/code?user\\_id=3651214394786870366](https://venmo.com/code?user_id=3651214394786870366) (please put your child's full name as a note when you submit your online payment).

**OR**

- Mail a check with your mail-in application to the address listed above.

Admission of students is determined by priority status and availability of space on a **first come, first served basis** regardless of race, color, creed, sex, sexual orientation, disability, national origin, ancestry, military status, or religion. Priority status is given to current members and alumni families (applicants who have siblings who attended in previous years). Any priority status families applying after open-enrollment starts will be processed as new applicants. We will continue accepting applications in person or through email/mail until all available slots are filled. Slots will be filled in the order they are received. After all slots are filled, subsequent applications will be placed on a wait list. **You will receive an email to confirm that your application has been received and to let you know if your application has been wait listed.**

As a member of the Suffield Cooperative Preschool you are asked to either hold a position on the board or become involved with a committee. There are also some other volunteer requirements (e.g., cleaning night) outlined in the parent involvement contract. It's important to know that our co-op preschool is run by the Director and parent volunteers! Parent involvement is crucial to the success of our preschool. If you have any interest in and/or would like more information about joining the board, please contact our Chairperson, Anna-Kristin Daub-Murphy via email at [chairperson@suffieldcooperativepreschool.com](mailto:chairperson@suffieldcooperativepreschool.com)

*Thank you and welcome, from the Suffield Cooperative Preschool Board*



# Suffield Cooperative Preschool

## Student Registration Contract

### 2023 - 2024

Please print legibly:

☐ New Student Contract    ☐ Re-Enrollment Contract    ☐ Alumni Student Contract    **Student Start Date:** \_\_\_\_\_

#### Student Information

Student Name: \_\_\_\_\_ Sex: ☐ Male ☐ Female  
(Last) (First) (Middle)

Birth Date: \_\_\_\_\_

\*Preschool reserves the right to request proof of age.

#### Parent /Guardian Information

Parent/Guardian 1: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ Work #: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Email: \_\_\_\_\_

☐ Check here if same address as other parent/guardian

Parent/Guardian 2: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ Work #: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Email: \_\_\_\_\_

Marital Status: ☐ Married ☐ Single ☐ Divorced ☐ Widowed    Billing Address: Parent 1 ☐ Parent 2 ☐ Both ☐

#### Medical Information

Pediatrician: \_\_\_\_\_ Phone: \_\_\_\_\_

Does your child have any allergies (food, medication, bug bites)? \_\_\_\_\_ If Yes, specify: \_\_\_\_\_

Does your child take daily medications? \_\_\_\_\_ If Yes, specify: \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Information on this form is required by State of Connecticut Regulations. Make sure you have filled out every blank on this page. If something does not apply to you, write N/A.
- Admission of students is determined by priority status and availability of space on a first come, first served basis regardless of race, color, creed, sex, sexual orientation, disability, national origin, ancestry, military status, or religion. Priority status is given to alumni families (applicants who have siblings who attended in previous years).

## 2023 - 2024 Program Options and Tuition

Applicant is:

- ☐ Current Member  
☐ Alumni Applicant (sibling previously attended)    Indicate Year(s): \_\_\_\_\_  
☐ New Applicant

**Tuition Rate Calculation Chart:** (number of days based on a typical school year, may vary slightly. Tuition remains as below.)

Please Mark Your Program Selection (mark 2 if adding Lunch Bunch)	Program	Days/Hours	# of School days	Annual Tuition
<input type="checkbox"/>	3 year old: 2 day	Tuesday/Thursday 8:45 am - 12:00 pm	68	\$2,244 (8 monthly payments of \$280.50)
<input type="checkbox"/>	3 year old: 3 day* <i>Please indicate schedule preference →</i>	Tuesday/Thursday + third day** 8:45 am - 12:00 pm <b>**Third day preference (circle):</b> Mon    Wed    Fri	98**	\$3,234 (8 monthly payments of \$404.25)
<input type="checkbox"/>	4 year old: 3 day	Monday/Wednesday/Friday 8:45 am - 12:00 pm	98	\$3,234 (8 monthly payments of \$404.25)
<input type="checkbox"/>	4 year old: 5 day*	Monday - Friday 8:45 am - 12:00 pm	166	\$5,478 (8 monthly payments of \$684.75)
<input type="checkbox"/>	Add on: Lunch Bunch (for 4 year olds only)	Monday/Wednesday/Friday 12:00 pm - 1:00 pm	98	\$980 (8 additional monthly payments of \$122.50)

\*The 3-day and 5-day options are **dependent on limited availability** after a core program enrollment period is completed. This period will extend through 8/1/2023. Names will be taken on a first come, first served basis and families will be notified after 8/1/2023. Waitlists are possible for this program option.

\*\*The third day for 3 year olds opting for the 3-day program (if spaces are available) could be a Monday, Wednesday, or Friday. **Please indicate your first choice by circling one option above.** We try our best to accommodate preferences on a first come, first served basis. There is no guarantee you will be assigned your first choice. The Membership Chair will communicate with families requesting an additional day for their 3 year old regarding weekday options.

### Please note:

Additional Fees: A \$50 registration fee is due at the time of this application. A non-refundable \$250 enrollment fee is due **by July 14, 2023** in order to hold your child's spot until school starts in the fall.

### Discounts:

- We offer a parent-helping discount of \$200 for each family that commits to helping in the classroom a minimum of 8 times (about once per month) throughout the school year. *See Parent Helping Contract, attached.*
- We offer a 10% discount for multiple children (discount applied to the lowest tuition fee)
- Financial need-based scholarships are available for up to 2 students annually. *Please ask for an application.*

## Admission Agreement 2023-2024

In this contract between Suffield Cooperative Preschool (hereinafter referred to as “SCP” or “school”) and the parent/guardian of the student(s) listed herein, we hereby enroll these students under the following terms and conditions:

### **Tuition:**

1. **Payment Schedule:** I agree to pay tuition according to the schedule I select in writing (yearly, tri-annually or monthly) and conclude all required payments as described on the tuition schedule. I understand all payments are due by the first of the month.
2. **Cancellation and Refund:** I may cancel my child’s enrollment in the preschool at any time. If I give at least one month’s notice, prorated tuition refunds will be made for the amount of time my child was enrolled. I understand that the \$250 enrollment deposit and the \$50 registration fee are both non-transferable and non-refundable.
3. **Late Payment:** I understand that timely payments are crucial to maintaining the operating budget of our school. Payments are considered late if not paid by the date on the invoice. A \$20 late fee will be charged on all late payments and/or returned checks for every 7 days that an invoice goes unpaid. If I fail to make tuition/fee payments within 30 days of the due date, my child may be dismissed from the school at the discretion of the board.  
\*Please communicate with a board member *as soon as possible* (ideally before your invoice is due) if you are experiencing financial hardship.
4. I agree that I am responsible for all tuition payments, assessed fines, and fees regardless of any reason that may cause my child to be withdrawn, or dismissed, from SCP. Should my child be absent due to illness, vacation, school holiday, or school closing, I agree to pay the tuition during these days off. Snow days are not made up. There will be no prorating of tuition if my child withdraws before the end of the month. Illness of a severe or chronic nature will be subject to exceptions at the discretion of the board.
5. I agree that all outstanding balances from previous year/years must be paid, in full, before I can register a currently enrolled child or new child into the program.
6. SCP does not wish to exclude any child from the program due to financial need. Financial assistance or specialized payment plans may be available. Inquiries should be directed to the Director or Chairperson. All financial information is held in strictest confidence.
7. There is a 10% multiple child discount available, higher price prevailing.
8. There is a \$200 tuition discount for families who designate one adult to get background checked (at SCP’s expense) and subsequently complete at minimum of 8 days of parent helping (approx. once per month) throughout the school year. A separate parent helping contract must be completed in order to receive this discount.

**Behavior:** SCP reserves the right to dismiss a child whose behavior interferes with the learning process in the classroom.

**Handbook:** Upon receipt of the 2023-2024 Handbook, I agree to read the entirety of the Handbook. (You will be asked to sign receipt and acknowledgment of the Handbook at Parent Orientation).

**Health Forms:**

1. I agree to complete and present required health forms for my child, per State of Connecticut, Department of Public Health. Forms are due by **June 15<sup>th</sup>**. My child will not be able to start preschool without these forms being submitted.
2. All health forms and immunization records must be maintained for students as required by the State of Connecticut. I agree to provide all necessary information required by the State of Connecticut.
3. **The State of Connecticut requires all preschoolers to obtain a current influenza vaccination prior to December 31<sup>st</sup> of each calendar year. Proof of vaccination or medical exemption must be maintained in student file.**

**Permissions:**

1. Field Trips: My child has permission to attend all preschool sponsored trips, functions, and walks. Our walking field trips may include, but are not limited to: Kent Memorial Library, grounds of Suffield Academy, Suffield Village Market, Fire Station and Markowski Dental Office.
2. Hospital: In the event of an emergency, if I cannot be reached, and a doctor's or hospital's attention is required for my child, Suffield Cooperative Preschool has my permission to take necessary measures. I agree to be responsible for the payment of any professional medical care my child receives as a result.

HOSPITAL OF CHOICE: \_\_\_\_\_  
(Be sure your Doctor is affiliated with the hospital requested.)

3. CPR/First Aid: I give SCP CPR-certified staff permission to perform basic first aid and/or CPR on my child in the event of an emergency.

\_\_\_\_\_ **Initials: By initialing here I acknowledge my acceptance of all the above (1-3) mentioned Permissions.**

**Emergency Contact Information:**

The State of Connecticut requires that SCP keep an Emergency Release Permission Slip on file for each child. I authorize the preschool to release my child to the named person(s) in case of any emergency that may arise and if I/we are unable to be contacted due to sickness, school closing etc.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

***By signing below I acknowledge that I have read the Admissions Agreement in its entirety and agree to adhere to the contents as outlined in the agreement.***

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Suffield Cooperative Preschool

## Parent Involvement Contract 2023 - 2024

The cooperative nature of the preschool relies on the involvement of parents in their children's learning experience. Parents are the most influential teacher in their children's lives and SCP welcomes and highly encourages parents to get involved. In addition to experiencing your child's learning and socialization, your participation encourages a more personal relationship with teachers, parents, and other children. We hope you and your child enjoy this experience. **All families are required to either serve on the board or actively participate in one of the school's committees. Additional involvement requirements are outlined in this contract.**

If you have any additional questions please feel free to contact the school at [chairperson@suffieldcooperativepreschool.com](mailto:chairperson@suffieldcooperativepreschool.com)

### Student Information:

Parents' Names: \_\_\_\_\_

Student Name: \_\_\_\_\_

(Last)

(First)

(Middle)

### Board Positions

Seven board positions must be filled each year. These positions require extra time commitments, which include year-round monthly board meetings. In addition to the descriptions below, board members oversee our committees. The enrollment fee will be waived for board members. Please check ANY positions you might be interested in for the 2023-2024 school year.

\_\_\_\_\_ **(1) CHAIRPERSON\*** The Chairperson is responsible for facilitating all board meetings. They answer all members' requests and complaints and act as a liaison between the staff and the board and the preschool and the church. Additionally, they review and monitor the school staff, sign all papers on behalf of the preschool, and oversee relicensing. The Chairperson completes many administrative tasks on a regular basis.

\_\_\_\_\_ **(1) VICE CHAIRPERSON\*** The Vice Chairperson serves as the parliamentarian of the board, keeping abreast of the Preschool Manual of Procedures, which includes the Bylaws. They also assist the Chairperson with any administrative tasks needed.

\_\_\_\_\_ **(1) TREASURER\*** The Treasurer is responsible for the school budget. They maintain all financial books, handle payroll, collect tuition, evaluate school insurance needs, and file all tax documents. Accounting and/or Quickbooks experience is preferred, but not required.

\_\_\_\_\_ **(1) SECRETARY\*** The Secretary is responsible for recording and posting all minutes of board meetings. They also write a monthly newsletter (with monthly calendar) and distribute it to the members.

\_\_\_\_\_ **(1) MEMBERSHIP CHAIRPERSON\*** The Membership Chairperson is responsible for all inquiries and applications for membership. Additionally, they schedule parent helping, tours, organize registrations, and manage health forms.

\_\_\_\_\_ **(2) CLASS REPRESENTATIVE** - The Class Representatives are responsible for representing the General Membership at all board meetings. One representative also handles publicity for the school and updates the school's website/social media, while the other representative organizes the monthly cleaning schedule.

### Committees

Please rank the THREE committees that interest you, with 1 being the most interesting.

\_\_\_\_\_ **FUNDRAISING\*** Organize and implement fundraising projects; i.e. Suffield on the Green, Boon Supply, Butter Braid Pastry, etc .

\_\_\_\_\_ **EVENT PLANNING** Coordinate activities for preschool socials including: Halloween party, holiday social and family picnic.

\_\_\_\_\_ **SCHOLARSHIP COMMITTEE\*** Secure funding (e..g, grant writing, fundraising) for next year's scholarships, advertise, and/or participate in recipient selection.

\_\_\_\_\_ **YEARBOOK** Gather pictures and compile a yearbook encompassing the two years of children who are enrolled in the program.

\_\_\_\_\_ **SUPPLIES COMMITTEE\*** Take supply inventory, organize sign-ups for school supplies, create some supplies (e.g., play dough).

\_\_\_\_\_ **CHEER COMMITTEE** Plan optional family meet-ups outside of school, plan/host parent coffees, organize supplies for families in need (e.g., meal train, care package, etc.), and plan other wellness-related events.

*\* These positions/committees require some preparatory work during the summer months.*

**Board/Committee Assignments:**

1. Board positions are assigned on a first come, first served basis. In the event that multiple members are interested in the same position, a vote will be held at the April board meeting. Committee assignments are shared with families at the Parent Orientation Night before the start of school.

**Parent responsibility for providing snack:**

1. Parents are responsible for packing snacks for their children. We ask that snacks be labeled with your child's name or put in a bag with their name. Please pack a refillable water bottle (the teachers refill water bottles as needed). In the event your child forgets their snack the preschool does have back-up snacks. ***If we have a nut allergy in a class, then snacks must be peanut/nut free. Parents will be notified in writing before the start of the school year whether snacks need to be peanut/nut free.***

2. Parents are invited to bring a birthday treat on their child's birthday to share with the class. ***If we have a peanut/nut allergy in a class, birthday treats must be from a nut-free facility and have a clear ingredients label. Parents will be notified in writing before the start of the school year whether birthday treats need to be peanut/nut free.***

**Commitments**

1. I agree to serve on a committee or the board and actively participate in my assigned position.

2. I agree to participate in one assigned evening clean-up night during the school year. I understand that if I do not come in to help clean on my assigned night and do not arrange for a replacement, I will be fined \$30.00.

2. I agree to participate in one (1-2 hour) shift at Suffield on the Green on September 9-10, 2023. If I cannot/do not participate in Suffield on the Green, I will be fined \$30.00.

***By signing below I acknowledge that I have read the Parent Involvement Contract in its entirety and agree to adhere to the contents within.***

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Optional Family Talent/Skills Information:

Our preschool is a nonprofit organization and relies heavily on family volunteering in order to help the school run smoothly and make needed improvements. Please list any knowledge, interests, skills, or talents you (or a family member) have that you are willing to contribute to improve our preschool (*Examples: knitting, woodworking, grant writing, painting, accounting, baking, crafting, computers, etc.*).





# Suffield Cooperative Preschool

## Health Forms 2023-2024

The State of Connecticut requires that all children entering preschool must have the following immunizations before being admitted: HIB, DTP, MMR, Hep B, Hepatitis A, Polio, Pneumococcal Conjugate Vaccine, Varicella and Influenza, if your child is between ages 3 and 5. **In order to fulfill all State requirements be sure your child has been immunized by June 15, 2023.** If your child has a scheduled appointment after this date please let us know.

Attached are parent and child health forms required by the State of Connecticut. These must be completed and returned to the preschool by June 15, 2023. (Note: If your child has an appointment over the summer, just submit the form ASAP.) **Your child CANNOT start preschool without his/her form.**

Please send all completed forms to:

Suffield Cooperative Preschool  
81 High Street  
Suffield, CT 06078

### **NEW MEMBERS**

**1. Child's Health Form** - Must be completed for record of immunization and health. Immunizations must be up to date and a statement of health must be current within one year. Please note that a health form expires on the date of the child's physical (as opposed to the date on which the form is signed). IF YOUR CHILD'S LAST CHECKUP FALLS WITHIN THE PREVIOUS YEAR, HE/SHE MAY BEGIN SCHOOL ON THE BASIS OF THAT CHECKUP. However, once that form expires (must be current within one year of physical examination) a new form must be submitted within one month of expiration or child will not be able to attend after that date. Members must use the State's Health Form provided by the preschool.

### **CURRENT MEMBERS**

**1. Child's Health Form** - A new, completed health form must be received on, or before the expiration date of the existing form or by the first preschool day following the appointment date indicated on an appointment card. If a new form is not received, your child will not be allowed to attend class until a new form is submitted.

**\*\*Note:** Per State of CT regulations all preschool children must receive the influenza vaccine between September and December 31<sup>st</sup> each year and provide a written note from your doctor or updated vaccination record for the school's file.

**If this is not received by December 31<sup>st</sup>, the student cannot return to school until proof of vaccination or medical exemption is provided.**



## Parent Helping Contract (optional)

Parent helping is offered as an **optional** choice for the 2023-2024 school year. Any families who choose to commit to regular parent helping and complete the contract below will receive a \$200 tuition discount for the year. In order to qualify for the discount you must fulfill the following requirements:

1. Pass a background check prior to the start of school (including fingerprinting at the Suffield Police Station on any Wednesday between 11 am - 1pm, or by appointment), as required by the Office of Early Childhood (OEC), and be entered into their background check system.
  - a. *Suffield Cooperative Preschool will pay for one background check per family. This person will be the designated helper for the family. Families may choose to pay for additional family members to be entered into the OEC system at their own cost.*
  - b. *The school is pre-paying for fingerprinting. By completing this contract, you are committing to parent helping. If you do not fulfill the background check requirement, you may be charged \$10 (Suffield resident) or \$25 (non-resident) for the unused fingerprinting expense.*
2. Commit to volunteering at least one time per month (**8 times total**) from 8:45 am - 12:00 pm. Additional volunteer days are optional.
3. Agree to pay a \$25 fee per missed helping day (if you have not made a reasonable effort to reschedule and make it up).
  - a. *If a parent misses more than 2 parent helping days and does not make an effort to schedule make-up days (or misses make-up days), you will be billed to pay back the remainder of the full \$200 discount.*
4. Agree to adhere to all applicable preschool policies and guidelines provided to parents in writing.

*I, the parent/guardian, have read and agree to all the above requirements for parent helping. If I am unable to fulfill my commitment, I understand that I no longer qualify for the tuition discount.*

Student Full Name: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date \_\_\_\_\_

Please print name of designated parent helper \_\_\_\_\_